

Job Opportunity

Date: May 26, 2004

Position Title: **Law-Trained Bailiff** — \$9.79/hr

Department/Division: Judge Barry C. Schneider

Location: 201 W. Jefferson, Suite 13A (Central Court Building)

Job Requirements: **Minimum qualifications include graduation from an academically accredited school of law.**

Comments: Judge Barry C. Schneider seeks a full-time **law-trained** bailiff **to begin July 26, 2004.** Judge Schneider currently maintains a Criminal Court calendar; however, in October he will be assigned to a Civil Court calendar. This recruitment is ongoing until the position is filled. All interested applicants should mail or fax their résumé immediately to:

**Sheri Heilman c/o Judge Barry C. Schneider
201 W. Jefferson, Ste. 13 A
Phoenix, AZ 85003
Phone: 602-506-3351
Fax: 602-506-1427
Please include cover sheet, ATTN: Judge Schneider**

JOB SUMMARY:

Under limited supervision, provides coordination of courtroom proceedings and performs a variety of legal and clerical duties.

PRIMARY DUTIES OF THE POSITION:

Assists the judge with administrative, clerical, and legal research tasks; orders or prepares files for the Court; prepares courtroom for trials; manages courtroom during proceedings; drafts, edits, proofreads, and assembles legal documents and memoranda; researches legal issues; discusses pending cases with the Judge and performs related duties as assigned or necessary to aid in the administration of the cases before the Court.

QUALIFICATIONS/EXPERIENCE/CERTIFICATION/LICENSURE REQUIRED

Knowledge, Skills, and Abilities: Requires considerable knowledge of legal research methods and techniques; considerable knowledge of court procedures and operations; and considerable knowledge of State laws, rules and regulations. Must have the ability to communicate effectively both verbally and in writing; the ability to interpret, analyze, and evaluate legal information and draw conclusions; and the ability to establish and maintain effective working relationships with others.